

**Glenbrook Community Preschool**  
**Meeting: October 27, 2009**  
**Place: Glenbrook Elementary School**

**In Attendance:**

Brenda Miller	Jessica How	Liz Fozzard
Shelley Hertz	Rachael Robinson	Dione Lockyer
Susan Fatovich	Lisa Thompson	Jean Lucas
Zoe Agashae	Shelley Russell	

Meeting called to order at 7:05pm

**Motion CARRIED:** To approve agenda as distributed (Susan, Jessica)

**Motion CARRIED:** To approve September 2009 minutes as distributed (Rachael, Jessica)

**Teachers' Report:**

- Brenda reinforced the importance of parents keeping their contact information up to date and would like a reminder included in the newsletter
- Glenbrook school is running a UNICEF fundraiser
- **Motion CARRIED:** To donate \$164 to Glenbrook Elementary School for their UNICEF program (Lisa, Susan)
- Jessica to cut cheque and give to Jean to deliver to Glenbrook principal
- Nadia to include a note in the newsletter regarding our donation

**Executive and Committee Reports:**

**Chairperson (Jean Lucas):**

- CBE lease has arrived
- CBE letter was received and submitted with tax exempt application

**Vice Chair (Lisa Thompson):**

- No report

**Secretary (Shelley Russell):**

- No report

**Registrar (Rebecca Hill, absent):**

- Spots available in the 2, 3 and 4 yr old classes
- Susan to send the details to Brenda Morton so she can update the website
- **MOTION CARRIED:** To accept the following dates/times (subject to availability of community hall) (Susan, Lisa):
  - Open house: Tues Feb 16/10 1:30 – 2:45 pm Location: school
  - Registration Night: Thurs Feb 18/10 doors open @ 6pm, registration at 6:30pm Location: Glenbrook Community Hall
- Rebecca, Susan and Jean to discuss the logistics of registration night and set date for pre-registration

- Liz will be at open house to field questions
- 3 additional volunteers needed at open house
- Ella to confirm availability of community hall and report to Susan

**Treasurer (Jessica How):**

- Jessica reviewed the petty cash process:
  - when amount is <\$50: present receipt (include date, amount and brief description) to Brenda for reimbursement from petty cash box
  - for amounts >\$50: submit receipt (include date, amount and brief description) to Jessica for reimbursement by cheque
- Brenda reminded executive to use the folders located in the cloakroom to deliver cheques, mailings, etc...

**Advertising Coordinator (Rachael Robinson):**

- Rachael to confirm registration dates/times with Susan for ad to be placed in Calgary's Child magazine
- **MOTION CARRIED:** To spend \$167 to place ad in 2010 Family Guide (Rachael, Lisa)
- Rachael to do a cost comparison of bold signs vs. community newsletters and report back at next meeting

**Volunteer Organizer (Shelley Hertz):**

- All volunteer positions have been filled (scholastics position taken over by Jo Briggs)

**Fundraising Advisor (Sue Scott, absent):**

- No report

**Payroll Administrator (Dione Lockyer):**

- Dione has created a monthly attendance calendar and will confirm the process with the teachers

**Community/Preschool Liaison (Ella Wilson, absent):**

- Community membership fee cheque has been dropped off
- Ella has yet to receive a call back regarding amendments made to the policies and procedures manual

**Newsletter Editor (Nadia Honnet, absent):**

- Brenda would like another reminder added to the newsletter about labeling backpacks
- 2 year old registration information to be included in newsletter

**Web Manager (Brenda Morton, absent):**

- no report

**Social Coordinator (Zoe Agashae):**

- Zoe proposed a Christmas leftovers potluck take place during/after the January 5<sup>th</sup>, 2010 PAC meeting

**Snack Coordinator (Loretta Lefenko, absent):**

- No report

**Old business:**

- Outstanding action items reviewed
  - Lisa to look into other options for class photographers
  - Rachael to create a new poster to include open house & registration information
  - Dione to add Jessica as a secondary contact with ADP and review the payroll process with her
- The vote on the policies and procedures manual has been postponed until the next meeting as the community association does not yet have the amended copy

**New business:**

- none

Meeting adjourned at 8:32pm

**Next Meeting: Tuesday November 24, 2009 7:00pm**

**Location: Glenbrook Elementary School**

**Please RSVP [derrickandshelley@shaw.ca](mailto:derrickandshelley@shaw.ca)**

**ALL PARENTS WELCOME!**

## Review of Outstanding Action Items

Date	Action	Individual(s) Responsible
August 25/09	Update job descriptions and forward to Jean ASAP	PAC executive
September 29/09	Deliver amended pol&pro manual to community ass'n	Ella
September 29/09	Determine cost of ADP services	Jean/Jessica
October 27/09	Confirm community hall availability (Feb 18/10) for registration night and report to Susan/Rebecca	Ella
October 27/09	Confirm registration date/time with Susan and place ad in Calgary's Child magazine	Rachael
October 27/09	Discuss logistics of registration night and set pre-registration date	Rebecca, Susan, Jean
October 27/09	Place ad in 2010 Family Guide	Rachael
October 27/09	Compare cost of bold signs vs. community newsletter and report at Nov meeting	Rachael
October 27/09	Add Jessica as secondary contact at ADP and review the payroll process with her	Dione
October 27/09	Investigate other options for class photographers	Lisa